

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

HOLDER REPRESENTATIVE Unclaimed Property Division

JOB DESCRIPTION: This position is responsible for receiving and uploading annual reports of unclaimed property. The responsibilities listed below details the duties.

RESPONSIBILITIES:

- Set up annual Holder Reports in Unclaimed Property database.
- Data entry (manual and electronic) of owner records from Annual Holder Reports
- Inventory and maintain safe deposit box contents.
- Set up receipts for funds received from Annual Holder Reports
- Prepare checks delivered to Unclaimed Property for deposit in appropriate account and deliver deposits to the Treasurer's Office.
- Assist with securities delivered with Annual Holder Reports (stocks and mutual funds).
- Balanced Holder reports in database (report record equals receipt record equals total owner records).
- Assist Holder with change of information (name, address, contact person or phone number).
- Contact Holders about reports that are submitted incorrectly or that do not balance.
- Educate Holders with reporting procedures and requirements.
- Instruct Holders with using the Holder Reporting System (HRS).
- Other duties as assigned.

QUALIFICATIONS:

- Some college education or a reasonable amount of related experience.
- Above average computer skills and knowledge
- Ability to communicate effectively, both written and oral.
- Excellent customer service skills.